



## TOWN OF EAST WINDSOR

### 2020 Annual Income and Expense Report

RETURN TO:

ASSESSOR  
Town of East Windsor  
11 Rye Street  
Broad Brook, CT 06016-9553

TEL • (860) 623-8878  
FAX • (860) 623-4798

**Due: June 1<sup>st</sup>, 2021**

The East Windsor Assessor's Office is forwarding these forms to you in order that we may prepare for the next revaluation of all real property. This information, regarding your income and expenses, is required in order to assess your real property equitably. Connecticut General Statutes §12-63c requires all owners of rental real property to annually file this report. **The information filed and furnished with this report to the Assessor will remain confidential and is not open to public inspection.**

**Please complete and return the completed form to the East Windsor Assessor's Office on or before June 1, 2021.** In accordance with Section §12-63c (d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase** in the assessed value of such property.

**GENERAL INSTRUCTIONS.** Complete this form for all rented or leased commercial, retail, industrial or combination property. **Provide Annual information for the Calendar Year 2020.** **ESC/CAM/OVERAGE:** (Circle if applicable) **ESCALATION:** Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index. **CAM:** Income received from common area charges to tenant for common area maintenance, or other income received from the common area property. **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **PARKING:** Indicate number of parking spaces and annual rent for each tenant, include spaces or areas leased or rented to a tenant as a concession. **SPACES RENTED TWICE:** Those rented for daylight hours to one tenant and evening hours to another should be reported under each tenant's name. **OPTION PROVISIONS/BASE RENT INCREASE:** Indicate the percentage or increment and time period. **INTERIOR FINISH:** Indicate whether owner's cost or tenant's cost. Complete **VERIFICATION OF PURCHASE PRICE** information.

**WHO SHOULD FILE.** All individuals and businesses **receiving this form** should complete and return this form to the Assessor's Office. All properties which are rented or leased, including commercial, retail, industrial and residential properties, except "*such property used for residential purposes, containing not more than six dwelling units and in which the owner resides*", must complete this form. If a non-residential property is partially rented and partially owner-occupied this report must be filed.

**OWNER-OCCUPIED PROPERTIES.** If your property is 100% owner-occupied, please report only the income and expense items associated with occupancy of the building and land. Income and expense relating to your business should not be included.

**HOW TO FILE.** Each summary page should reflect information for a single property for the year of 2020. If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction. Additional forms are available on the Town's website. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. A computer printout is acceptable providing all the required information is provided. **All property owners must sign & return this form to the East Windsor Assessor's Office on or before June 1, 2021 to avoid the Ten Percent (10%) penalty. AN EXTENSION OF TIME MAY BE REQUESTED.**

<b>NOTE: THE PURCHASE PRICE/SIGNATURE PAGE MUST BE SIGNED AND RETURNED.</b>
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Respectfully,

A handwritten signature in cursive script, appearing to read 'Helen Totz', followed by a stylized flourish.

Helen Totz, CCMA II  
Assessor